



Staff Report

RETIREMENT OF PARKS & RECREATION DIRECTOR AND SHORT-TERM PLAN TO MANAGE THE DEPARTMENT

Honorable Mayor and Council Members:

Summary

Parks and Recreation Director Karl Mittelstadt is retiring from the City June 30 after 36 years of service to the City of Belmont. Tonight is the last Council meeting before Karl retires. The purpose of this report is to describe for the Council and public our plan to manage the department in the short term until a permanent replacement can be hired. This is an informational report. No City Council action is required

Background

As you know, Karl will be retiring at the end of this month. My thinking at this point is that the permanent City Manager should be afforded the opportunity to appoint his/her next permanent Director. So, consistent with that thinking, the Personnel Director and I met on Wednesday, June 15, with the Bay Area representative of the firm of "Management Partners," Mr. Andrew Belknap, Regional Vice President. This is a firm based in San Jose we've used in the past for interim executive management. Several years ago, they placed with us a gentleman by the name of Mike Bridges to serve as the Assistant City Manager temporarily under Tom Lewcock. The City of Belmont staff is familiar with the firm and its principals. One of them, Jerry Newfarmer, was once the City Manager of San Jose. Management Partners should be known to you. The firm did a study for the San Mateo Library JPA that was a very successful outcome.

The outcome of our meeting with Mr. Belknap was that he will prepare a proposal for my consideration within the week. Mike Bridges is again available and I believe will be the person he offers to place with us temporarily. Mike's task will be to keep the day-to-day operations going while at the same time doing an assessment of the strengths and weaknesses and areas of opportunity for improvement. For example, we would ask him to perform some benchmark comparisons with other cities as a basis for a future Council policy discussion on the department's services. We would ask him to write a comprehensive report which would be a tool for the permanent Director, once hired. The plan would be to initiate the recruitment of the permanent Director once the City Manager recruitment process is well along from a timeline standpoint. Staff will solicit feedback from the Parks Commission prior to commencement of

the

formal recruitment of the permanent Director. This will be one of the tasks given to the interim Director.

Discussion

N/A

Fiscal Impact

No Fiscal Impact

Public Contact

Item was posted on the City Council Agenda.

Recommendation

This report is for City Council information. No action is required at this time.

Respectfully submitted,

Jack Crist
Interim City Manager